

## ***What should I do when I try to forward a Final Estimate and receive an Error message?***

When you are Forwarding a Final Estimate to the Division Engineer, HiCAMS performs a series of validation checks to ensure that items which impact project certification are complete. When one of these checks fails, an error message is given. The list below is in the order they are checked in HiCAMS. Here is what should be done with each one.

### **1 - Final Quantities:**

#### **Error message:**

Contract final quantities have not been verified. Please verify the final quantities prior to forwarding the estimate.

OR

Contract final quantities have not been verified. Do you wish to continue?

#### **Required Action:**

All contracts let on or after January 1, 2001 must have their contract final quantities verified in HiCAMS before the Final Estimate can be forwarded. Go to Functions > Contract Estimates > Verify Final Quantities and verify any remaining Unverified Items.

***Note:** If your contract was let prior to January 1, 2001, you are not required to verify the contract final quantities in HiCAMS. You may verify them, if you so choose, but you may encounter difficulties on converted contracts.*

### **2 - Progress Schedule Percent:**

#### **Error message:**

Progress schedule percent must be entered prior to forwarding the estimate. Please enter the progress schedule percent.

#### **Required Action:**

Enter the percent complete by Progress Chart data.

### **3 - Material Prepayment Balances:**

#### **Error message:**

There are outstanding material prepayment balances for material prepayment number X. All balances must be reduced to zero prior to forwarding the estimate.

#### **Required Action:**

The application puts you on the Prepayments tab of the Review Estimates window. Any Material Prepayment that shows a balance greater than zero in the Balance column must have an Actual Reduction entered that reduces that Balance to zero.

### **4 - Pro-Rata and Winter Weather Days:**

#### **Error message:**

There are contract times that have not had the number of Pro Rata or Winter Weather days specified. The number of Pro Rata and Winter Weather days must be zero or greater prior to forwarding the estimate.

#### **Required Action:**

A number needs to be entered in the Pro Rata and Winter Weather columns for each contract time that has a time unit of measure in Days. This number can be zero. This is the number as calculated by the Resident or Division Final Estimate checker. Please include your calculation worksheet in the Final Estimate package sent to Raleigh.

## 5 - Price Adjustment Recommendations:

### **Error message:**

There are Price Adjustment Recommendations that have not been closed. All PARs must be closed prior to forwarding the estimate.

### **Required Action:**

To identify the PARs being referenced by this message, go to the Review Pay Adjustment Recommendations window and check the Status column. Any PAR whose Status is not Closed, needs to be closed now.

If the PAR is a QA-2A or QA-2B Type, contact the Construction Unit at 919-733-2210 for assistance closing the PAR.

## 6 - Failing Samples:

### **Error message:**

There are Failing Samples which have not been disposed of yet. Do you wish to continue?

### **Required Action:**

Identify Project Acceptance Samples with a Status of Does Not Meet Specs. In the Disposition block, enter a quantity in either the Accepted Qty, Removed Qty, or Pay Adjusted Qty fields. A Sample Disposition Comment is also required.

The Pending Samples for each contract are identified in the function Sampling > View Pending Contract Samples.

This message refers to any sample whose Testing Category is Acceptance and whose Sample Status is Does Not Meet Specs, Does Not Meet Specs - Accepted, Does Not Meet Specs - Pay Adjustment, and Does Not Meet Specs - Rejected.

Select the Sample, and Click Details to go to the Sample Window. If a quantity is not displayed in the Accepted, Removed, or Pay Adjusted Quantity fields AND there is no Disposition Comment, this data will need to be entered.

## 7 - Field Inspection Reports:

### **Error message:**

There are Field Inspection Reports which have not been disposed of yet. Do you wish to continue?

### **Required Action:**

Identify the Field Inspection Reports which have Pay Items that do not have Disposition Comments entered. The three types of Field Inspection Reports which require disposition comments are:

- Concrete Pavement
- Corrugated Metal Pipe
- Guardrail

To identify Concrete Pavement Field Inspection Reports that are lacking Disposition Comments, go to Functions > Field Inspection Reports > Review Concrete Pavement. Enter your Contract number and go to the Recommend Pay Factor Tab. Click sort the Recommended Pay Factor column. (You click sort by clicking on the words Recommended Pay Factor in the heading.) This causes all the Lots that have a Recommended Pay Factor less than 100% to appear at the top of the column.

Each of these Lots needs to have a Disposition assigned to them in the Disposition column.

To identify the Corrugated Metal Pipe and Guardrail FIRs lacking disposition comments, a Public Query has been created.

To access this Query, go to Inquiries > Query Tools > Field Inspection Reports > Corrugated Metal Pipe or Guardrail. Next go to File > Open. A pop-up box listing Saved Queries will display. Highlight the Query called "FIR Lacking Disposition Comments" and click OK. To personalize this query for your project, click in the Value field of the Criteria "Contract Number =" and enter your contract Number. Generate.

Review the list for Materials which have do not have an Accepted Quantity or a Pass/Fail Category of Pass. If a quantity is not displayed in the Disposed Accepted, Disposed Rejected, or Disposed Pay Adjusted Quantity columns AND there is no Disposition Comment, this data will need to be entered. These FIRs can be accessed from the query by double-clicking on the Report ID. (Remember that the query results do not update with your entries until noon and midnight)

Once you are looking at the Details for the FIR, go to the Pay Items Tab and enter Disposition Quantity and Comments for the each Material listed.

## 8 - Failing Density:

### **Error message:**

There are Failing Density entries which do not have Pay Adjustment Recommendations yet. Do you wish to continue?

### **Required Action:**

To identify the failing Densities, run the Standard Report called Density Asphalt QC Lots. The minimum required information to run this report is the contract number. You can also specify a Category of Asphalt Cores QC or Asphalt Nuclear QC and a Status of Does Not Meet Specs - Pay Adjustment.

Review the report for Densities that are "Does Not Meet Specs" AND have a No in the column called "PAR init". These are the ones which need to have PARs created. This is done by going to the Density window, selecting the failing Density, and clicking the PAR button.

These PARs must go through the Pavement Section Approval process before Pay Factors can be created. It is much better to create these PARs as they occur since that will eliminate holding the Final Estimate until they are processed.

## 9 - Claims Pending:

### **Error message:**

There are claims that have not had a final decision processed in the claims tracking application. Do you wish to continue?

### **Required Action:**

Review pending claims and obtain Approval, if possible. Do not hold an estimate because a claim is pending, but do let the Construction Unit know.

## 10 - Contract Acceptance Date:

### **Error message:**

The Contract Acceptance Date has not been approved yet. Do you wish to continue?

### **Required Action:**

The Contract Acceptance Date is approved by either the Division Construction Engineer or the Bridge or Roadway Construction Engineer depending on how the project was funded.

The appropriate person was sent a HiCAMS notification when you entered the Acceptance Date. Please followup by phone or email with a reminder to Approve the Date.